



Priorsford Primary School PTA (SCIO)

Trustees' Annual Report and Financial Statements

For the year ended 31 August 2019

Scottish Charity No - SC047466



Trustees' Annual Report

For the year ended 31st August 2019

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31st August 2019.

Reference and Administrative Information

Charity name	Priorsford Primary School PTA SCIO
Charity no	SC047466
Address	Marmion Road, Peebles, EH45 9BE
Trustees	Susan Brown Angela Dobie Laura Duncan Connie Flynn Sandra Macgregor

Structure, Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in its current legal form on 31st May 2017. The charity was previously an unincorporated association but changed its legal form to a SCIO with the assets being transferred on the 1st June 2017. It has a single tier structure and as such the trustees are the members of the charity.

Appointment of trustees

The management committee, which meets a minimum of four times per year, are the charity's trustees.

The trustees shall be responsible for appointing or reappointing trustees. There shall be between five and seven trustees. The term of office of each trustee shall be one year, with the possibility of re-appointment.



Appointment of trustees contd.

Appointment as a trustee shall be by invitation of nominations from the current trustees/wider committee and be limited to parents/carers of children enrolled and teachers working in Priorsford Primary School. All nominations will require to be seconded prior to appointment. In the event of a tie, the trustees will be required to vote.

The trustees shall periodically appoint, or reappoint a chair, a vice-chair, a treasurer and a secretary from within their number. Trustees are elected at the annual general meeting which is held in September.

Objectives and Activities

Charitable purposes

The purpose of the Association shall be to promote the advancement of education in Priorsford Primary School, Peebles, by:

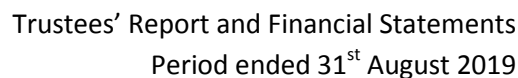
- Ensuring and enabling close co-operation and communication between parents and teachers, including the school's Parent Council.
- Studying and discussing matters of mutual interest relating to the education and welfare of pupils.
- Engaging in activities which support and advance the education of pupils attending the school.

Activities

The charity organises a number of activities as part of its fundraising calendar:

Spring Coffee Morning
Summer Fair
End of Term BBQ
Welcome Back BBQ
Halloween Disco
Christmas Fair
Book Fair
Book Club orders

All activities are planned and executed by members of the PTA, calling in additional help from parents where available.



With the exception of the Book Club orders (which take place several times per year), all events listed are held annually. All events are held within the school premises, other than the annual coffee morning which is held in a central location in order to make it accessible to the wider community.

Achievements and Performance

With the ever increasing costs of the school day in mind, we trialled a new approach at the Christmas Fair requesting donations for the items on sale on the class stalls rather than set prices - this proved extremely successful and will allow us to boost our funds further through the Gift Aid Small Donations Scheme. This approach was also adopted at our Spring Coffee Morning where the usual entry fee was replaced with a donation box.

A PTA Newsletter has been issued to all parents / carers outlining the purpose of the PTA and inviting new members to come along to meetings and events - it is more crucial than ever this year to try and encourage “new blood” as 2 of our Office Bearers are in their final year with the school. We will also be sharing an infographic detailing the main amounts raised / spent over the last year in order to increase visibility of what the PTA do.

During the regular school surveys conducted by the Headteacher, parents / carers are encouraged to share their views on where they feel spend is required.

Our main source of funding is from those events mentioned under 'Activities'.

Event income has increased this year by just over £700 despite a significant drop in profit at this year's Summer Fair where our outdoor attractions had to be cancelled due to the weather.



Financial Review contd.

Our main purchases during this period have been in line with the school's aim of developing their approach to outdoor learning (as per school improvement plan):

- New weights and measures equipment which will be used by all year groups both indoors and outdoors
- Equipment allowing the younger children to enjoy the school grounds regardless of the weather

In addition, a number of the classroom projectors have reached the end of their lives and, as the PTA bought these several years ago, agreement was given that we would continue to fund these as they are a vital part of the whiteboards used in every class.

The annual school website hosting charges have also been covered by PTA, as have the cost of the Christmas parties from Nursery through to Primary 7.

Reserves policy

No Reserve Fund was established during this accounting period.

Plans for future period

The school is currently undergoing some building work to increase capacity and as such, we were keen to hold off on any significant spend until such times as the work is complete. However, it was identified that the stage used for the annual Nativity and Music shows was no longer fit for purpose and agreement given that the PTA would fund the purchase of a new stage. We have also been asked to consider purchasing new curtains which would be used during performances.

One other area the school and PTA were interested in supporting was the painting of games within the playground. Quotes have been received but a decision is on hold pending completion of the building work.

Approved by the Trustees and signed on their behalf by:

Susan Brown
PTA Chair

Date: 28th October 2019



Independent Examiner's Report to the Trustees of Priorsford Primary School PTA (SCIO)

I report on the accounts for the year ended 31 August 2019.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gillian Moran
Certified Chartered Accountant

Date: 12th November 2019



Statement of Receipts and Payments for the year ended 31st August 2019

	Unrestricted Funds	Restricted Funds		Year ended 31/08/19	Period ended 31/08/18
Receipts					
Donations	£1,612	£0		£1,612	£3,278
Grants	£0	£0		£0	£0
Fundraising	£15,055	£0		£15,055	£13,429
Bank Interest	£7	£0		£7	£5
Receipts from Charitable Activities	£0	£0		£0	£0
Total Receipts	£16,674	£0		£16,674	£16,712
Payments					
Fundraising Expenses	£4,950	£0		£4,950	£3,848
Cost of Charitable Activities	£2,352	£0		£2,352	£2,044
Governance Costs	£0	£0		£0	£0
Purchase of Equipment	£5,741	£0		£5,741	£4,496
Total Payments	£13,043	£0		£13,043	£10,388
Surplus/(Deficit) for the year	£3,631	£0		£3,631	£6,324
Transfers between funds	£0	£0		£0	£0
Total Surplus/(Deficit) for the year	£3,631	£0		£3,631	£6,324

Statement of Balances - As at 31st August 2019

	Unrestricted Funds	Restricted Funds		Total 2018	Total 2017
Opening cash at bank & in hand	£12,412	£0		£12,412	£6,088
Surplus/(Deficit) for the year	£3,631	£0		£3,631	£0
Closing cash at bank & in hand	£16,043	£0		£16,043	£6,088
Bank & Cash Balances					
Current Account		£0		£0	£12,412
Total	£0	£0		£0	£12,412
Other Assets - unrestricted funds					
None	£0	£0		£0	£0
Total	£0	£0		£0	£0
Liabilities					
None	£0	£0		£0	£0
Total	£0	£0		£0	£0



Notes to the accounts - for the year ended 31st August 2019

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the organisation.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. No restricted funds during the year 2018/19.

3 Related party transactions

No related party transactions made.

4 Donations

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Matched Funding from LBG	£1,512	£0	£1,512	£3,278
Donation from Jill Clelland	£100	£0	£100	£0
Total Donations	£1,612	£0	£1,612	£3,278

5 Grants Received

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
None	£0	£0	£0	£0
Total Grants received	£0	£0	£0	£0

6 Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Christmas Party	£694	£0	£694	£462
Food for Thought Festival	£0	£0	£0	£0
Santa Gifts for Nursery children	£0	£0	£0	£50
Christmas Pantomime	£0	£0	£0	£0
Fischy Music Production	£437	£0	£437	£0
Read-a-licious Festival	£466	£0	£466	£582
P7 Leaver's Gifts	£328	£0	£328	£394
Nursery Fun Day	£0	£0	£0	£200
Glasgow Science Centre - Health Week Activities	£0	£0	£0	£300
Fruit for Sports Day	£66	£0	£66	£56
Inclusion Fund - Spare Gym Shoes	£21	£0	£21	£0
ANA Baking Ingredients	£86	£0	£86	£0
Netball Dresses	£255	£0	£255	£0
Total Cost of charitable activities	£2,352	£0	£2,352	£2,044



7 Fundraising Event income

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Discos	£823	£0	£823	£842
Christmas Fayre	£4,923	£0	£4,923	£4,151
Christmas Cards	£659	£0	£659	£713
Film Night	£235	£0	£235	£83
Coffee Morning	£351	£0	£351	£0
Book Week	£132	£0	£132	£0
Summer Fayre	£2,371	£0	£2,371	£3,243
End of Term & Welcome Back BBQs	£449	£0	£449	£315
Teas & Coffees	£30	£0	£30	£53
2 nd Hand Uniform	£81	£0	£81	£123
2 nd Hand Book Sales	£19	£0	£19	£56
Yellow Moon	£0	£0	£0	£0
Easy Fundraising	£91	£0	£91	£51
Northbrook	£44	£0	£44	£3
Misc.	-£114	£0	-£114	-£52
Amazon Smile	£11	£0	£11	£0
Total Fundraising Event income	£10,105.20	£0.00	£10,105.20	£9,581

8 Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£0	£0	£0	£0
Total Grants received	£0.00	£0.00	£0.00	£0.00

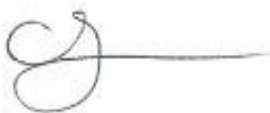
9 Transfers between funds

No transfer of funds to report.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)		
Full Name(s)	Susan Brown	Connie Flynn
Position(s) e.g. Chair	Joint Chair	Treasurer
Date	18th November 2019	18th November 2019